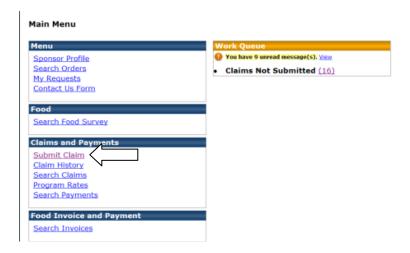
Submitting a SMP Paid or Free Claim



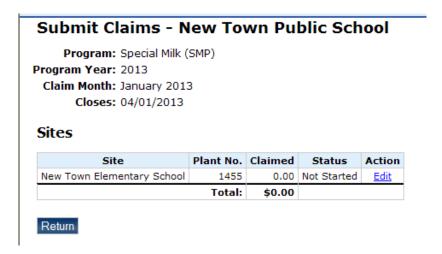
Enter the NDFoods System



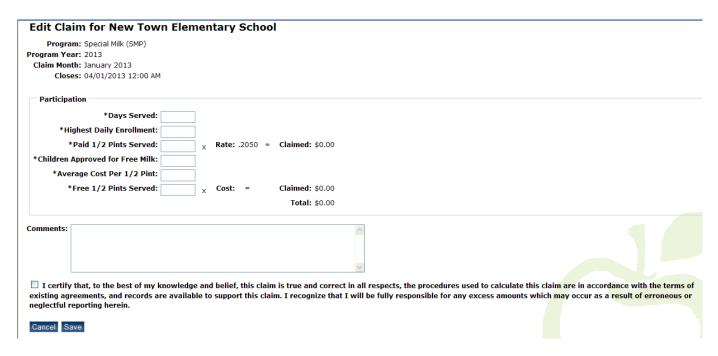
When a claim is available for completion, the user will get a notice in the Work Queue. Click on the link to access claims available for completion.



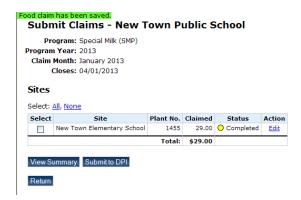
Select Special Milk (SMP) and the appropriate Program Year from the drop down boxes and click on "Search". The system will display the claims available. Click on "Select" to begin a claim.



Click on "Edit" to begin a claim that is Not Started.



Complete the claim with the necessary monthly information, check the certification box and click on "Save"



Click "View Summary" to review the claim or click "Submit to DPI"

Claim Submittal Confirmation

You are about to submit the following claims to the Food and Nutrition Division of the North Dakota Department of Public Instruction.

Site	Plant No.	Claimed
New Town Elementary School	1455	29.00
	Total:	\$29.00

Return Confirm and Submit

Click "Confirm and Submit"